

# Request for Reconsideration of Performance Appraisal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Reconsideration of Performance Appraisal

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my recent performance appraisal dated [insert the date of appraisal]. While I appreciate the time and effort that went into my evaluation, I would like to discuss certain aspects that I believe warrant further consideration.

Specifically, I would like to address the following points:

- [Point 1: Briefly explain]
- [Point 2: Briefly explain]
- [Point 3: Briefly explain]

I believe that a review of these areas may provide a more comprehensive view of my performance and contributions during the appraisal period. I am committed to continuous improvement and welcome any feedback that could aid my professional development.

I kindly request a meeting to discuss this matter further at your earliest convenience. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]